

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**
AGENDA ABBREVIATED DUE TO CORONAVIRUS
STATE OF EMERGENCY
Declared by Governor Steve Bullock

Fairgrounds Fire Station No. 1

March 18, 2020

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty, Ron Roberts,
Board trustees by facetime: Dick Wunderlich, R. Jack Clapp.
Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.
Guests/Visitors: Cole Blackwell, Blackwell Enterprises.

Call to Order {00:01} - Chair Nelson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Attendance was entered into the minutes. The agenda is revised/abbreviated due to the coronavirus state of emergency declared by Governor Steve Bullock. Agenda items will include review minutes – February 10, review and approve claims, close out Station 4 project with final bill review, update capital project Wt-#311, and approve/accept anonymous grant. The revised agenda was accepted.

Minutes February 10, 2020 {01:30} – **Trustee Roberts motion to approve February 10, 2020 minutes. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

Claims {01:54} – Chair Nelson reported the claims include Blackwell Enterprises boiler and electrical installation at Station #4, Mission Valley Security Station #4 door access/security system install and video system install – noting video system install \$1,598.34 is a donation by Mission Valley Security, and annual PayneWest Insurance invoice. The insurance invoice is in line with the budget. **Trustee Wunderlich motion to pay the bills. Trustee Doty second. Motion passed unanimously by voice vote.**

Old Business:

PROGRESS ON STATION NO. 4 {03:50} – Chief Gieser reported a meeting was held with Cole Blackwell who is present at the board meeting this evening. Present at the Station 4 site meeting were Chief Gieser, Trustee Doty and Trustee Roberts along with Cole Blackwell contractor for Station 4. The meeting was held to approve finals on the building. Cole will repair the rivets in the concrete floor, three broken windows, and sealer on the garage doors. In Chief Gieser's opinion and negotiations, Cole would like to close out the contract for Station 4. Trustee Roberts requested a name and phone number for the individual who installed the boiler. Cole reported In Sink hooked up the boiler and Hydro Smart located in Wisconsin assembled the boiler and all the pumps along with doing the connections. Cole provided the contact information for the supplier at the meeting.. Chief Gieser has a current boiler license. The district will install the concrete aprons and bollards at a later date. The door canopies are not needed. The final close out amount is \$5,000 and will be held to the April board meeting. Trustee Clapp indicated Out Back Toilets invoice is due and payable by Blackwell Enterprises. Cole provided a check at the meeting for the district to mail. Additionally

Trustee Clapp requested a copy of the performance bond. Chief Gieser indicated a performance bond was not available. Lien releases and a warranty notice on the floor were received. Trustee Clapp requested the performance bond executed as part of the district's cost. Cole replied the agent was contacted to forward the document to the district and is not aware the district did not receive the documents. Cole agreed to withhold the \$5,000 and deal with that later. Tomorrow morning Cole will contact the agent regarding the performance bond. Chair Nelson summarized the conclusion. A \$9,000 check issued to Cole this evening and retain the \$5,000 amount due until the confirmation of the performance bond is received. Cole will contact the bond agent March 19th. Chair Nelson requested a motion to issue a \$9,000 check this evening. **Trustee Roberts motion to release the \$9,000 check. Trustee Clapp and Trustee Wunderlich second. Motion passed unanimously by voice vote.**

NEW BUSINESS:

APPROVE ACCEPTANCE OF ANONYMOUS GRANT {12:00} – Chair Nelson introduced the agenda item. Chair Nelson, Trustee Clapp and Chief Gieser have been meeting with an organization, who wishes to remain anonymous, for over a year. The organization has approved a grant for \$150,000. The grant will be paid over the next three years as follows. In calendar year 2020, the sum of \$75,000, for the purchase and refit of the second fire tender truck #311 currently in process. In calendar year 2021, the sum of \$50,000 for the purchase of firefighting personal protective equipment, breathing apparatus or other firefighting equipment. In calendar year 2022, the sum of \$25,000, for a small two bay fire station on Rocky Point Road. Chief Gieser received a \$75,000 hand delivered check today for deposit in fund #7246 capital improvement account at Lake County.

Old Business:

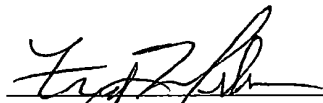
UPDATE PROGRESS WT #311 {13:55} – Chief Gieser requested a general project direction from the board. The second chassis paint restoration at the Montana State Prison is complete and ready for pick up. Wt-#310 was \$107,000; the quote for Wt-#311 is \$111,000. The 25% down payment will be met by the capital improvement funds. The time line for completion is September, 2020. Trustee Roberts considered the use of the unit for the wildland season. Chief Gieser indicated it could be utilized to pump water and some of the loose components radio, light bar, etc. could be installed in house. Trustee Wunderlich reported the June tax revenue plus the grant will likely cover the project. Trustee Clapp indicated the membership will likely contribute funds to the project. Trustee Wunderlich indicated a budget amendment recorded at year end for the \$75,000 grant funds. Bonnie will research the accounting procedure with Scott Beggs at Lake County. Trustee Doty confirmed the upgrade at Heiman will provide a finished unit and operational as Wt-#310. **Trustee Roberts motion to transport Wt-#311 to Heiman Fire in Sioux Falls, SD to complete the upgrade. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

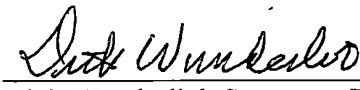
RESCHEDULE APRIL MEETING {22:00} – Chair Nelson advised due the coronavirus state of emergency may be appropriate to move the meeting date later in April. Board consensus to move the meeting to April 15th.

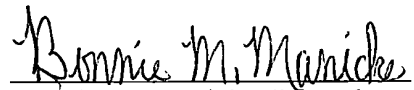
ADJOURN {23:57} **Trustee Roberts motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.**

ADJOURN 6:23 P.M.

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Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

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3/17/2020 email from Chair Nelson -

Bonnie, all that we are going to do tomorrow night is ***ok the minutes, close out the final bills for the station and vote on sending W-311 to get worked on. ***

We don't need to have a financial report at this time. Thanks Fred

REVISED AGENDA DUE TO CORONAVIRUS
Restricts group activity by order of government agencies

AGENDA

Polson Rural Fire District Trustees Monthly Meeting

Wednesday, March 18, 2020

6:00 p.m. Regular Monthly Meeting

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson,, MT 59860

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Station 1 Phone 406 883 4244

* TRUSTEES MEETING INCLUDES: COMMENT BY RAISING YOUR HAND

**REVIEW MINUTES - FEBRUARY 10, 2020

BONNIE

**REVIEW & APPROVE CLAIMS

CHIEF GIESER & BONNIE

TREASURER'S REPORT

BONNIE

CHIEF'S REPORT

CHIEF GIESER

MEMBERSHIP REPORT

CHAIR JEFF VEACH

• OLD BUSINESS

COMMENT BY RAISING YOUR HAND

**DISCUSS PROGRESS ON STATION NO. 4, 36300 CAFFREY RD.

CHIEF GIESER

**UPDATE CAPITAL PROJECT Wt-311

CHIEF GIESER

CONTINUE EMac DISCUSSION

CHIEF GIESER

• NEW BUSINESS

COMMENT BY RAISING YOUR HAND

APPROVE ACCEPTANCE OF ANONYMOUS GRANT

CHAIR NELSON

• PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO
ATTEND AND PROVIDE HELPFUL COMMENTS.

ALL ITEMS TO BE ON THE AGENDA MUST BE SUBMITTED 10 DAYS IN ADVANCE.

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'POLSON RURAL FIRE BOARD FUND #7245

February, 2020 claims Approved 3/09/and 3/18/2020

Date	Num	Description	Memo	Category	Amount
3/9/2020	7385	Century Link	Acct#411978591 883-4244FairgroundsStn#1 landline	317 Phone {Landline} - Fairgrounds Stn.	-63.36
3/9/2020	7386	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
3/9/2020	7387	S First Bank Card	2/24/2020 Sub Aquatics 2-ScottValves + pstg	205 SCBA Equipment & Supplies	-109.07
			2/05/2020 Sub Bulkhead&Elbow + pstg	205 SCBA Equipment & Supplies	-55.78
			2/21/2020 Amazon ShultzSingleStage	324 -Maintenance - Station #4	-16.97
			Compressor part	324 -Maintenance - Station #4	0
			2/21/2020 Amazon ShultzSingleStage	324 -Maintenance - Station #4	-249.50
			Compressor part	324 -Maintenance - Station #4	0
3/9/2020	7388	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-155.32
			Location #2876820001;2876820002 {1-sec light}	302 Electricity - Big Arm Station	-10.05
			Location #2400744000	315 Electricity - Fairgrounds Station	-523.70
			Location #2401370000	322 Electricity - Stn #4 36300 CaffreyRd	-336.50
3/9/2020	7389	Republic Services	Acct #3-0889-0014329 Inv #0889-002561680	319 Disposal Service - Fairgrounds Stn.	-67.41
3/9/2020	7390	S WEX Bank	Truck #301	210 Gas, Diesel,Oil	-130.27
			Truck #318	210 Gas, Diesel,Oil	-34.71
			Truck #328	210 Gas, Diesel,Oil	-45.69
			Truck #300	210 Gas, Diesel,Oil	-121.03
			Truck #323	210 Gas, Diesel,Oil	-85.46
			Truck #313	210 Gas, Diesel,Oil	-25.16
3/18/2020	7391	S Blackwell Enterprises, Inc	INV#2409 Boiler Installation Complete	959 Station #4 in progress 2018	-5280.00
			INV#2409 Electrical Systems Complete	959 Station #4 in progress 2018	-3720.00
3/18/2020	7392	S Davis & Brown CPAs PC	Inv#5589 02/12/20 run pyrl w /reports	345 Payroll Accounting Fire Chief Salary	-16.50
			Inv#5589 02/26/20 run pyrl w /reports	345 Payroll Accounting Fire Chief Salary	-25.30
			calculate electronic payroll tax deposit amts	346 Payroll Processing Intuit Fee	0
3/18/2020	7393	Matt Dougherty	2/14/20 Walmart reimburse cleaning supplies Stn#1	201 Operating Supplies	-8.60
3/18/2020	7394	S Eastern Fire Equip Svc	Inv#3275490 1-20" bullet chain E-318	211 Vehicle Repair & Maint Supplies	-311.85
			Inv#3275490 shipping chg	211 Vehicle Repair & Maint Supplies	-12.35
3/18/2020	7395	Lorinda Freeman	Inv#4 Feb 2020 Fairgrounds Stn. weekly cleaning	321 Cleaning Services - Fairgrounds Stn.	-125.00
3/18/2020	7396	S Gordon Gieser	2/22/20 Cow in Mtrs 2-gaskets	201 Operating Supplies	-11.50
			2/29/20 Harbor Frght NPT pressure	201 Operating Supplies	-5.99
			2/29/20 Home Depot 2-swiffer cleaning sup	201 Operating Supplies	-16.94
			2/29/20 Home Depot screw assortment	201 Operating Supplies	-7.20
			2/29/20 Costco paper tow els	201 Operating Supplies	-16.99

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Date	Num	Description	Memo	Category	Amount
3/18/2020	7397 S	Heiman Fire Equip.	Inv#08866446-IN 1-mini remote level gauge	201 Operating Supplies	-162.00
			Inv#08866446-IN shipping	201 Operating Supplies	-22.40
			Missed Oct 2019 billing	201 Operating Supplies	0
3/18/2020	7398 S	Kent D Bruce Co. LLC	1-Siren Amp	201 Operating Supplies	-254.80
			4-Series universal mount	201 Operating Supplies	-36.40
			1-Bracket	201 Operating Supplies	-24.22
			Freight	201 Operating Supplies	-32.68
3/18/2020	7399 S	L.N. Curtis & Sons	1-yellow strap tool	201 Operating Supplies	-28.45
			2-adjust mount w/hardw are	201 Operating Supplies	-93.00
			Shipping	201 Operating Supplies	-23.22
3/18/2020	7400 S	Mission Valley Security,In	Invoice #19982 Monitor alarm system March 2020	325 Security - Station #4	-19.00
			Invoice #19982 Monitor alarm system March 2020	325 Security - Station #4	-10.95
3/18/2020	7401 S	Mission Valley Security,In	Inv#19919 AniSecSysInsp Stn#1 on 3/01/20	318 Security Maint - Fairgrounds Station	-97.50
			Inv#19919 6-double A batteries	320 Repairs & Maint. Fairgrounds Station	-4.56
			Inv#19919 6-AAA batteries	320 Repairs & Maint. Fairgrounds Station	-5.28
			Inv#19919 2-9 volt batteries	320 Repairs & Maint. Fairgrounds Station	-5.60
			Inv#19919 3-lithium batteries	320 Repairs & Maint. Fairgrounds Station	-25.17
			Inv#19919 2-12 volt 8AH battery	320 Repairs & Maint. Fairgrounds Station	-47.92
			Inv#19919 AniSecSysInsp Stn#2 on 3/01/20	305 Security Maint - Big Arm Station	0
			Inv#19919 1-12 volt 8AH battery	307 Repairs & Maint. - Big Arm Station	-65.00
			Inv#19919 2-batteries door access panels	307 Repairs & Maint. - Big Arm Station	-47.92
			Inv#19993 FireExtAnlInsp - 19	320 Repairs & Maint. Fairgrounds Station	-133.00
			Inv#19993 FireExt1- 6-yr insp	320 Repairs & Maint. Fairgrounds Station	-13.50
			Inv#19993 HydroTestFireExt - 1	320 Repairs & Maint. Fairgrounds Station	-19.75
			Inv#19993 O-rings - 1	320 Repairs & Maint. Fairgrounds Station	-0.90
			Inv#19993 O-rings - 1	320 Repairs & Maint. Fairgrounds Station	-0.95
			Inv#19993 1- Valve Stem Amerex Ext	320 Repairs & Maint. Fairgrounds Station	-4.50
			Inv#19993 1-Valve Stem Amerex Ext	320 Repairs & Maint. Fairgrounds Station	-12.43
			Inv#19993 FireExtAnlInsp - 8	307 Repairs & Maint. - Big Arm Station	-56.00
			Inv#19993 1- 6 yr HydroTestFireExt	307 Repairs & Maint. - Big Arm Station	-18.00
			Inv#19993 1-O-rings	307 Repairs & Maint. - Big Arm Station	-1.04
			Inv#19993 1-Valve Stem Amerex Ext	307 Repairs & Maint. - Big Arm Station	-6.30

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Date	Num	Description	Memo	Category	Amount
3/18/2020	7402 S	Mission Valley Security	Inv#19982 door access/security install	959 Station #4 in progress 2018	-3401.48
			Supplies-zone control panel, door access	959 Station #4 in progress 2018	0
			card reader,cellular commuc mod, software,	959 Station #4 in progress 2018	0
			LCD keypad, battery, transformer, electric	959 Station #4 in progress 2018	0
			door handle, terminal contact, tempature	959 Station #4 in progress 2018	0
			alert, supplies, labor	959 Station #4 in progress 2018	0
			Inv#19982 video system install	959 Station #4 in progress 2018	-1598.34
			4 chnl drive, mouse&remote, outdoor	959 Station #4 in progress 2018	0
			camera,autofocus lens,backup&surge prot	959 Station #4 in progress 2018	0
			LED monitor,supplies, labor	959 Station #4 in progress 2018	0
			Video system is a donation by MVS	959 Station #4 in progress 2018	1598.34
			Inv#19982 2- 10lb ABC Fire Extinguishers	959 Station #4 in progress 2018	-171.90
3/18/2020	7403	Montana Ace Polson	Acct#88542963 receptacle wall plate	201 Operating Supplies	-1.79
3/18/2020	7404 S	MT Correctional Enterpr	2008 Freightliner PARTS	960 WT#311 2008 Freightline(GovtS	-3602.44
			2008 Freightliner LABOR	960 WT#311 2008 Freightline(GovtS	-1882.56
			2008 Freightliner 1FULATCG09PAG0064	960 WT#311 2008 Freightline(GovtS	0
3/18/2020	7405	Bonnie M. Manicke	Reimburse HP61X toner	220 Office Supplies	-60.00
3/18/2020	7406 S	North Ridge Fire Equip	Inv#3174 drum pail wrench	201 Operating Supplies	-29.85
			Inv#3174 dip torch	201 Operating Supplies	-319.90
			Inv#3175 Akron hydrant wrench	201 Operating Supplies	-25.00
			Inv#3254 Hannay super swivel	201 Operating Supplies	-80.05
			Inv#3254 shipping	201 Operating Supplies	-17.49
3/18/2020	7407	Out Back Toilets	Inv#6311 Toilet Rental Feb 2020 Strn#4	324 -Maintenance - Station #4	-90.00
3/18/2020	7408 S	PayneWest Insurance	Property	501 Insurance commercial package	-1622.00
			Portable Equipment	501 Insurance commercial package	-1045.66
			General Liability	501 Insurance commercial package	-666.77
			Auto Coverage	501 Insurance commercial package	-8148.74
			Management Liability	501 Insurance commercial package	-122.88
			Excess Liability	501 Insurance commercial package	-390.11
			Crime	501 Insurance commercial package	-85.93

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Date	Num	Description	Memo	Category	Amount
3/18/2020	7409	Polson Auto Parts	Inv572684 brake maint U-300	211 Vehicle Repair & Maint Supplies	-504.75
			Inv572712 core dep refund U-300	211 Vehicle Repair & Maint Supplies	70.78
			Inv572760 brake pads, oil filter, air filter oil U-300	211 Vehicle Repair & Maint Supplies	-89.51
			Inv572876 rags,lubgrd koolnt,brake clnr,mercon	211 Vehicle Repair & Maint Supplies	-49.01
			Inv572877 warranty RE:Inv556171 U-300	211 Vehicle Repair & Maint Supplies	118.79
			Inv572877 core deposit refund U-300	211 Vehicle Repair & Maint Supplies	43.00
			Inv572962 hose & freight	211 Vehicle Repair & Maint Supplies	-42.13
			Inv573317 battery, term protector fork lift	211 Vehicle Repair & Maint Supplies	-121.81
			Inv574608 Stn#4 compressor	211 Vehicle Repair & Maint Supplies	-15.64
			Inv575068 fittings, insert, adapter WT-310	211 Vehicle Repair & Maint Supplies	-23.19
			Inv575070 oil filter, oil U-314	211 Vehicle Repair & Maint Supplies	-32.92
3/18/2020	7410	S Stine Electronics	Larsen broadband VHF,antennae,rod,coil,spring	206 Radios & Pagers, Repair	-55.00
			Bracket	206 Radios & Pagers, Repair	-15.00
			Shipping	206 Radios & Pagers, Repair	-15.05
3/18/2020	7411	Valley Business Sys	Acct#J36727 Toner Black 131A	220 Office Supplies	-80.00
			Interim claims 3/09/20 \$2091.32		
			Claims 3/18/20 \$33406.65		
			TOTAL CLAIMS		-35497.97

Notes to claims

MT Correctional EnterprWt-310 \$5264.15 1/09/19

PayneWest Insurance March 2019 \$13,088.48

Treasury Report February 2020 RFB meeting 3/18/20

NOTE: Report by email NO agenda item. Entry as an addendum attachment to March 18th 2020 minutes and recorded with Lake County Clerk & Recorder. Reference: COVID-19.

Month ending February 29, 2020

PRFB March 18, 2020

TREASURY REPORT

Fund balances - Lake County Treasurer reports posted and balanced February 29, 2020 close of business.

FUND # 7245 Operating Fund	\$ 6,688.89
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 94,455.67
FUND # 7246 Capital Improvement Fund	\$ 8,402.96
FUND # 7243 Voted Levy Operating Fund (transition fund)	\$ 18.34

Check numbers 7385 -7411, both inclusive

Represents February, 2020 claims

\$ 35,497.97

Chief's Report February 2020 RFB meeting 3/18/20

NOTE: Report by email NO agenda item. Enter as an addendum attachment to March 15 2020 minutes

Responses

Motor vehicle accident MM 74 Highway 93
Fire alarm 27706 Burnt Tree Lane
Vehicle accident Highway 93 and Rocky Point Road
Ambulance assist 36228 Moss Creek Lane
Mutual aid request by Polson city Fire for 2 building's on fire
Non fire report 29212 Lakeview Drive
Mutual aid call to 19155 North Dayton Creek Road
Smoke report 39194 Baypoint Road
Lift assist #26 Fiorentino Lane
10. Ambulance assist Big Arm Resort

Administration

Submitted additional data for AFG grant application
Station 4 review for opening
Send Station 4 notification to ISO
Extinguisher checks Station at 1,2,4
Complete and submit ISO dry hydrant form
Renew active 911 subscription
Finalize DNRC seasonal contract
Review subdivision request

Repair and Maintenance

E-314 service unit, replace hose reel swivel coupling, repair grill guard
Replace (2) SCBA cylinder valves
WT-326 install remote radio speaker
Station 4 rebuild and install air compressor at station 4